



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Pacific Southwest Region 8 5 Fellowship Positions Available

*The U.S. Fish and Wildlife Service (USFWS), Southwest Pacific Region 8 in partnership with the Student Conservation Association is offering five fellowships opportunities across California and Nevada. Applications will be accepted from college undergraduate and graduate students only. The Directorate Resource Assistant Fellows Program (DFP) is an 11-week summer fellowship designed to provide students and opportunity to work on projects that focus on conservation, wildlife biology and related fields of study. The fellowships are an 11-week program, and the 2015 DFP will begin late **May or early/mid June**.*

USFWS will pay the travel costs for DFP participants to travel to the duty station of their assigned project and return to home/school, and free lodging will be available at some USFWS duty stations. These fellowships may include field specific training in addition to a week of leadership training at the National Conservation Training Center in Shepherdstown, West Virginia.

As a DFP participant, you will have an opportunity to apply classroom theories, principles and concepts to real-world situation, network and develop relationships with USFWS program officials and staff.

Upon successful completion of your DFP fellowship and your degree requirements, you may be appointed into a permanent position with USFWS. You must meet the eligibility requirements and the education and/or experience qualifications for the permanent position.

DFP Program Eligibility:

- Must be a U.S. Citizen or legal resident
- Must have a cumulative GPA of 3.0 or higher on a scale of 4.0
- Current students enrolled in or accepted for enrollment in an undergraduate or graduate degree programs at an accredited college or university recognized by the Department of Education. **In May or June 2015, your status as a student must fall into one of the following qualifying education levels:**
 1. An undergraduate student who has completed the junior year (e.g. Rising Senior or Senior) and is expecting to complete degree requirements after the summer of 2015
 2. A recently accepted and enrolled graduate student, or
 3. A graduate student who has completed at least his or her first year of graduate school.

Undergraduate and graduate students, who will complete their degree requirements prior to the summer of 2015, are ineligible for USFWS, 2015 DFP Fellowships.

DEADLINE FOR RECEIPT FOR APPLICATIONS: Applications will be accepted from undergraduate and graduate students beginning **March 2, 2015** through **March 16, 2015**. A complete application package, resume and unofficial transcript, and optional letters and forms must be received by **March 16, 2015**, no later than 11:59 P.M. (PST). Incomplete application packages will not receive consideration.



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REQUIRED DOCUMENTS/INFORMATION TO BE INCLUDED IN YOUR APPLICATION PACKAGE:

- A resume that includes the following information:
 - ✓ Anticipated graduation date
 - ✓ City, State and Zip Code of where you live.
 - ✓ Contact Information (e.g. mobile, home and/or work numbers)
 - ✓ Email Address
 - ✓ College and/or Universities attended (include city, state and zip code)
 - ✓ List all employment, internships and volunteer jobs you've held over the past 5 years
 - ✓ List any awards, scholarships or special recognition.
 - ✓ List any special skills relevant to the Fellowship
 - ✓ **You must indicate on your resume the number for the project associated with the fellowship for which you are applying for consideration.** This can be found in the project description section of this announcement. Please annotate it on the top left side of your resume below your name and phone number. If applicable, in the subject line of your submission email as well.
- A copy of your most recent unofficial transcript from your college/university that include your college/university name, cumulative GPA, total credits, and degree major. Also, you must submit your transcript for your undergraduate degree if you were recently accepted for enrollment in a graduate program.
- Proof of current enrollment at an accredited academic institution must be submitted. Proof may be submitted after the application deadline date but no later than **March 24, 2015**.
- Cover letters and letters of recommendations are optional.

INSTRUCTIONS ON HOW TO APPLY:

- All applications must be received by **March 16, 2015**. Applications submitted electronically or by fax must be received by 11:59 p.m. (PST) on **March 16, 2015**. If you submit your application via email, you must include the project number for the fellowship in the subject of your email.
- You must submit a separate and complete application package for each fellowship for which you wish to receive consideration.
- Applications may be submitted electronically to: fwr8@fws.gov or hardcopy mailed to; **Fish and Wildlife Service, Division of Human Resources , 911 NE 11th Avenue, Portland, OR 97232**; or faxed to 503-231-2373, ATTN: Directorate Resource Assistant Fellows Program.



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DO NOT INCLUDE ANY PRIVACY DATA ON YOUR APPLICATION FOR DFP:

Do not include your social security number (SSN), date of birth (DOB), your street address or any other personal identification information on your resume. Redact any personal privacy information (e.g. SSN, DOB and home address) from your unofficial transcript and enrollment verification.

SPECIAL CONDITIONS:

- Successful candidates will be subject to completion of a favorably adjudicated Federal Background Check initiated by USFWS.
- Must be available to work a full time schedule (40 hours per week) for 11 consecutive weeks beginning late May or early/mid June 2015.

BENEFITS:

- 2015 DFP participants will receive wages based on an hourly rate of \$13.50 - \$15.00.
- Successful 2015 DFP candidates may be eligible for a permanent job within the USFWS for which they meet all the qualifications and eligibility requirements.

ADDITIONAL DOCUMENT(S):

- **Demographic Information on Applicants – OMB No. 3046-0046:** Please help us assess our recruitment strategies by completing all the items on the attached form **OMB No. 3046-0046** or download it at: http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf. Data summarizing all applicants for a position will be used to determine if we are effectively reaching all segments of the populations, in conformance with the requirements of Federal equal opportunity law. Only summary data is reported, and only in a format that cannot be broken out by individual applicants. We treat your responses in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public.
- **DFP Application Checklist:** The attached checklist is to assist you with verifying that your application package includes all the required documents/information.



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CONTACT INFORMATION:

If you have questions about the application process, please contact the servicing Human Resources Office at (503) 231-6136 and reference the Directorate Fellows Program; if you have questions about the DFP Fellowships, please contact the Region 8 Workforce Recruiter, Bill Johnson at (916)-414-6630 or william_johnson@fws.gov. For a list of all USFWS 2015 DFP announcements, please visit: <http://www.fws.gov/humancapital/> or <http://www.fws.gov/workforwildlife/dfp.html>



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Pacific Southwest Region 8

5 Fellowship Positions Available

Project Number: DFP-15-R8-NWR-03

Location: Humboldt Bay National Wildlife Refuge – Loleta, CA

Housing: USFWS housing is available

Project Description: The Fellow will carry out monitoring for the Forest Invasives Program at Humboldt Bay National Wildlife Refuge, conducting and overseeing needed control of forest invasives such as English ivy; updating the Forest Invasives GIS; developing invasive control recommendations; and updating the Forest Management Plan. Invasive species are impacting almost half of the plants and animals listed as threatened or endangered in the U.S. They are the most frequently mentioned threat in the FWS Refuge System Threats Database.

Desired Skills/Experience - Basic understanding of restoration and coastal ecology, local plant identification, and field sampling methodologies is required. Knowledge and experience with vegetation survey techniques is preferred. Understanding and experience in statistical analysis and technical writing. Use of GPS and aerial photo interpretation required. Experience with GIS is desirable. The ability to work in sometimes strenuous conditions, outdoors while maintaining a positive attitude is important. Additionally, strong communication skills, and the ability to work with team members, stakeholders, and the public are also critical. During this project the fellow will interact with the public visiting the Dunes Units. They will be required to describe what they are doing, have a positive interaction with the visitor and outline how the project fits in with the mission of the FWS and Refuge to the visitor that may be curious.

Minimum Education Level and Major Required: Pursuing Bachelor's Degree in Wildlife Management, Conservation Biology, Environmental Science, Zoology, Ecology, Natural Resources, Biological Science or similar.

Key Requirement: None



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Pacific Southwest Region 8

Project Number: DFP-15-R8-NWR-04

Location: Modoc National Wildlife Refuge – Alturas, CA

Housing: USFWS housing is available

Project Description: In 2014, Modoc NWR was able to use the DFP fellowship position to begin updating the habitat assessment and management plans for nine off-Refuge easements, including completing vegetative surveys on all easements to determine the diversity, frequency, and density of species. In Phase II of the project, the Fellow will gather additional habitat information including production, grazing pressure, and additional invasive species mapping required for proper management of each easement. The Fellow will also establish and complete the vegetative mapping on two new easements following the protocol developed during 2014. The Fellow will be responsible for conducting vegetative surveys, documenting and mapping invasive species, generating species lists of birds and mammals, assessing the functionality of previous restoration efforts, making suggestions for future restoration needs, and documenting any instance of non-compliance. They will then enter collected data into GIS, and produce maps relevant for the management plans. The data will be used in the development of adaptive management plans for each easement to be completed by the FWS Partners for Fish and Wildlife Biologist and other Refuge staff.

Desired Skills/Experience - The student should have completed at least one Botany course and have exposure to vegetation survey methods and species identification. General knowledge of GIS is also preferred, but on the job training is available. The candidate would need to be willing and able to work independently in the field during hot conditions and travel over uneven terrain. A valid driver's license is required.

Minimum Education Level and Major Required: Pursuing Bachelor's Degree in Wildlife Management, Conservation Biology, Environmental Science, Zoology, Ecology, Natural Resources, Biological Science or similar.

Key Requirement: None



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Pacific Southwest Region 8

Project Number: DFP-15-R8-NWR-05

Housing: USFWS housing is available

Location: Modoc National Wildlife Refuge – Alturas, CA

Project Description: The Central Valley Population of the Greater Sandhill crane (*Grus canadensis tabida*) is listed as threatened by the state of California. The Fellow will develop a habitat based model of Greater Sandhill Crane summer behavior for Modoc NWR by monitoring individual crane diurnal habitat use; monitoring behavior and use of cranes with young; generating a habitat management database in GIS and synthesize existing data. The Fellow will collect multiple types of data and perform a variety of analyses to complete the project. Sandhill Cranes are one of the focal species at Modoc NWR and are a high priority species as established in the Modoc NWR Comprehensive Conservation Plan. They are also likely to be chosen as our surrogate species for the Great Basin Landscape Conservation Cooperative.

Desired Skills/Experience - Basic principles of ecology, Ornithology, Animal Behavior, Wildlife management and biology would all be valuable but not mandatory. Fellow should have knowledge and skills in animal behavior, data collection, data entry, basic analysis and good observation skills. A working knowledge of GIS and habitat selection would be desirable. Fellow would need to be comfortable working alone in a semi-remote setting. The most successful candidate would have an interest in bird behavior, habitat ecology and national wildlife refuges. The ideal candidate would be pursuing a degree & career in wildlife biology. This candidate would need to be willing and able to work independently in the field during hot conditions and travel over wet uneven wetland conditions.

Minimum Education Level and Major Required: Pursuing Bachelor's Degree in Wildlife Management, Conservation Biology, Environmental Science, Zoology, Ecology, Natural Resources, Biological Science or similar.

Key Requirements: A valid driver's license is required.



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Pacific Southwest Region 8

Project Number: DFP-15-R8-NWR-01

Housing: USFWS housing is available

Location: Don Edwards National Wildlife Refuge (NWR) – Fremont, CA

Project Description: The Fellow will develop and implement strategies for Latino Outreach for the Don Edwards San Francisco Bay National Wildlife Refuge in South San Francisco Bay with a focus on Latino families and youth. Project will include identifying and staffing offsite outreach events to reach these audiences; identifying and fostering new partnerships with community groups and organizations; and developing and preparing original Spanish-language outreach materials such as brochures, fact sheets and program flyers, plus devising an advertising strategy to reach these communities. The Fellow will also work as part of team to implement a series of summer programs for youth at the Don Edwards San Francisco Bay NWR. Fellow will develop and conduct special program recruitment targeted to Latino youth and families and will create, as appropriate, materials and activities to support their involvement in these programs.

Desired Skills/Experience - Fluent both orally and in writing in both English and Spanish Good cross-cultural communication skills, some experience with public speaking, and ability to work with leaders, educators, and other community members in towns near the refuge. Must pass a background check which allows for working unsupervised with children (CNACI or similar) Valid driver's license. A willingness to work with youth and adults in field education and classroom programs

Minimum Education Level and Major Required: Pursuing Bachelor's Degree in Parks and Recreation, Interpretation, Visitor Services, Education, Cultural studies, Latino studies, Community Studies, Wildlife Management, Environmental Science, Biology, Natural Resources Management or similar.

Key Requirements: Candidates must be proficient Spanish, fluency preferred



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Project Number: DFP-15-R8-NWR-02

Location: Ash Meadows National Wildlife Refuge – Amargosa, NV

Housing: USFWS housing is available

Project Description: The Fellow will conduct social science research on growing community and public support for Ash Meadows NWR and develop a Visitor Services Plan. The plan will contain multiple step-down plans, including: a hunt plan, outreach plan, outdoor recreation plan, volunteer plan, environmental education plan, and interpretive plan. The plan will provide guidance on how to focus limited resources to best build community support and inform the public about the delicate ecosystems at the refuge.

Desired Skills/Experience - To complete this project the selected fellow must have a strong writing background and organizational skills. The fellow must also have experience in planning, outdoor recreation or education. Related professional experience to complete this project: Experience working with the U. S. Fish and Wildlife Service or other federal conservation agency is desirable. Experience working in formal and non-formal educational/outreach institutions is desired. Fellow training suggested: Knowledge of the mission of the U.S. Fish and Wildlife Service, project management skills, writing skills, and teaching or interpretive skills.

Minimum Education Level and Major Required: Pursuing Bachelor's Degree in Parks and Recreation, Interpretation, Education, Cultural studies, Community Studies, Wildlife Management, Environmental Science, Biology, Natural Resources Management or similar.

Key Requirements: None



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Application Checklist for USFWS 2015 DFP		
Application packages must be sent by March 16, 2015, to the unique point of contact in the respective Headquarters or Regional Office listed on each DFP announcement and, if applicable, in the subject line of your submission email.		✓
1.	Does your resume include all of the information requested on the DFP announcement?	
2.	Have you redacted all personal privacy information (e.g. SSN, DOB and street number and name of home address, etc.) from your resume and all documents you are submitting?	
3.	Have you prepared a separate application package for each DFP fellowship/announcement for which you would like to be considered and noted how you should apply for each fellowship and/or DFP announcement?	
4.	Have you indicated the DFP Fellowship number at the top of each of your resumes/application packages if you are applying for more than one DFP Fellowship?	
5.	Have you included a copy of your most recent unofficial transcript from your college/university that is legible and includes your college/university name, cumulative GPA, total credits, and degree major, to each of your resumes and/or a transcript for your undergraduate degree (if applicable), or a copy of your acceptance enrollment letter.	
6.	Did you note that successful candidates will be required to submit proof of current enrollment at an accredited academic institution by no later than March 24, 2015?	
7.	Will you be available to complete the 11 consecutive weeks DFP Fellowship during the summer of 2015, which will begin late May or early/mid June?	
8.	Will you meet the student status eligibility for the 2015 DFP Fellowship for which you would like to be considered?	
9.	Did you include the Demographic Information on Applicants Form – OMB No. 3046-0046? The form can be downloaded at: http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf .	